

**GENERAL HEADQUARTERS**  
**Supreme Commander for the Allied Powers**  
**Allied Translator and Interpreter Section**  
**Washington Document Center (Adv)**

2 January 1946

**ADMINISTRATIVE MEMORANDUM)**

**NUMBER**

**11**

**SUBJECT : War Trophys, Postal regulations for.**

**TO : All WDC(Adv) Personnel.**

1. All souvenir packages sent home should be marked:

This package may be opened for postal inspection  
Gift or war trophy.

Value under \$50.00 - when applicable.

All captured equipment or "war trophies" must be cleared and a clearance slip bearing the signature of the proper officials must be shown. If such equipment is sent through the mails, the package must contain a clearance slip —

2. Clearance slips should be obtained through the Message Center and forwarded to Capt. Meginn for Lt. Col. Smith's signature. One clearance slip will be inserted in with contents and the other below the first layer of wrapping paper. On the outside of the package will appear the note - SLIP BELOW -.

3. The mailing of firearms is prohibited by Postal regulations.

4. Packages will not be wire banded or bound in Japanese straw.

R. V. SMITH  
Lt. Col., GSC  
Chief, WDC(Adv)

copy - Policy Book - WDC (Adv) file.